

Clerical and Office Group  
Typist, Stenographic and Secretarial Series

CLERK TYPIST III  
09/91

### *Summary*

Under general supervision, performs complex and responsible clerical and typing work calling for independent judgment; and performs related work as required.

### *Typical Duties*

Types matter that requires independent judgment and ability to rearrange, expand, segregate or tabulate; composes and prepares correspondence and material of a routine nature; acts as clerical assistant in performing general office routines and handling minor complaints, compiles information for reports; answers questions requiring extensive knowledge of ordinances and departmental rules and procedures; transmits instructions to other City employees; maintains complex records; arranges meetings and conferences; performs other complex and responsible clerical work.

### *Minimum Qualifications*

Training and Experience: Graduation from high school, including or supplemented by training in commercial subjects and typing and four years experience performing moderately difficult typing and clerical or office management duties; or an equivalent combination of education and experience.

Knowledge, Abilities and Skills: Considerable knowledge of office procedures, especially of the office assigned; considerable knowledge of English, spelling, commercial arithmetic and typing; high degree of initiative, dependability and originality.

Ability to plan work and carry through to completion without close supervision; ability to compose correspondence, make decisions, and maintain effective working relationships with other employees and the general public; ability to type at a rate of 50 words per minute.

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Director of Personnel

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Department Head